

PART A

CHAPTER 19

SMALL COMMERCIAL VESSELS, WORKBOATS & PILOT BOATS

19.1 Legal Requirements

19.1.1 Survey and certification of small commercial vessels is governed by:-

- Merchant Shipping (Vessels in Commercial Use for Sport or Pleasure) Regulations 1998; SI 1998/ 2771 as amended, and
- Merchant Shipping (Small Workboats and Pilot Boats) Regulations 1998, SI 1998/1609, as amended.

19.1.2 These regulations enable the application of 4 named Codes of Practice – produced by the MCA, for such vessels - as an alternative to the application of the statutory requirements contained in various other sets of Regulations (e.g. Load Line). The Codes of Practice are:

- the 'Safety of Small Commercial Sailing Vessels - A Code of Practice',
- the 'Safety of Small Commercial Motor Vessels - A Code of Practice',
- the 'Code of Practice for the Safety of Small Vessels in Commercial Use for Sport or Pleasure operating from a Nominated Departure Point (NDP)',
- the 'Safety of Small Workboats and Pilot Boats – a Code of Practice'.

Those statutory instruments that are dis-applied by the regulations in 19.1.1 are listed in the Schedules of the regulations.

19.1.3 It had been intended that the regulations in 19.1.1 would be superseded by legislation to make a single harmonised Code of Practice – the 'Small Commercial Vessel and Pilot Boat (SCV&PB) Code', also known as the 'harmonised code', which would replace the 4 Codes listed above. The latest draft of the harmonised code is available in the annex to MGN 280 which explains the transient situation. Since 2004, when MGN 280 was issued, the industry has moved on and the way MCA produce and amend legislation has also changed. As a result, it is no longer intended that the harmonised code will enter into force as a mandatory code. However, the present situation is that owners, operators and boat-builders may elect to use the standards in the Annex to MGN 280 as an equivalent, in preference to the current Codes of Practice listed above.

19.1.4 Owing to the changes in the industry mentioned above, the 'Safety of Small Workboats and Pilot Boats – a Code of Practice' - Industry Working Group Technical Standard (IWGTS) was published in June 2014. This Standard has not yet legally taken the place of the original 'Safety of Small

Workboats and Pilot Boats – a Code of Practice’, but owners are encouraged to use the IWGTS as an equivalent construction standard, which has been largely developed by industry. Once formalised by a Merchant Shipping Notice in accordance with Regulation 3(1) of SI 1998/1609, Edition 2 will replace the original Workboat Code and also MGN 280 in so far as it applies to workboats and pilot boats.

19.2 Definitions

19.2.1 Definitions of terms relating to small commercial vessels, workboats and pilot boats and surveys related to the issuance of a Small Commercial Vessel Certificate, Workboat Certificate and Pilot Boat Certificate are described in the statutory instruments listed at section 19.1 of this chapter and in the Codes of Practice.

19.2.2 “harmonised Code”, “SCV&PB Code” – the single Small Commercial Vessel and Pilot Boat Code, the latest published draft of which can be found in the annex to MGN 280(M).

19.2.3 “Certifying Authority British Certification Committee” (CA BCC) - An annual meeting between the MCA and all the CA’s authorised by the MCA.

19.2.4 “Industry Working Group Technical Standard” (IWGTS) – Draft Edition 2 of the ‘Safety of Small Workboats and Pilot Boats – a Code of Practice’.

19.3 Responsibility

19.3.1 Details of the organisations authorised as Certifying Authorities (CA) for these surveys are currently listed in MIN 514.

19.3.2 MCA as a Certifying Authority

19.3.2.1 MCA is listed as one of the Certifying Authorities (CA) in MIN 514, however the survey and certification of Code vessels has been authorised and as such MCA will not normally survey such vessels (as for survey/certification that has been delegated to Class for other ship types). As such, operators of vessels under the Codes of Practice should be encouraged to seek certification through one of the alternative CAs listed in MIN 514. It is however recognised that some operators, in particular those with vessels with other certificates already issued by the MCA (e.g. passenger or fishing vessels), may wish to use MCA for Code survey and certification in order to avoid duplication (see also 19.10.6).

19.3.2.2 It is important to note that the Codes of Practice are specific in the processes required for survey and certification, in that they were written with third party Certifying Authorities in mind. This chapter has been written in order to cover the aspects of the Codes of Practice that might differ from usual MCA survey procedures and to mirror, as far as practicable, the formal

survey agreements between MCA (as the regulator) and the Certifying Authorities.

19.3.2.3 The following table identifies the responsibilities within MCA when acting as a CA:

Responsibilities	
Survey Operations Branch (SOB)	Development and implementation of policy relating to the survey of Small Commercial Vessels, Workboats and Pilot Boats by the MCA
Consultant Surveyors (Fishing & Code Vessels)	First point of contact for MO surveyors with queries, points of interpretation/equivalence, relating to Code vessels. Consult Vessel Policy Branch on technical issues (including seeking agreement for equivalents), consults SOB on survey issues specific to MCA as a CA
AOM/Surveyor-in-charge/Principal Surveyor (the “Manager”)	Reviews all documentation in relation to the survey of code vessels by MCA surveyors, prior to signing certificate. Any queries should be passed to the Consultant Surveyor.
Vessel Policy Branch	Development of the Codes of Practice, advice on technical policy to all CAs, arbiter for interpretations for all CAs, decides on equivalence applications from all CA's

19.4 Surveys Required

19.4.1 Details of the surveys/examinations which are required, including survey frequency, are given in the Codes of Practice.

19.4.2 Owners should be offered the option of operating under the survey regime of the harmonised Code, or for Workboats/Pilot Boats the IWGTS, however, if owners choose to continue with the survey regime of the Codes of Practice listed at 19.1.2, they may do so until the appropriate legal framework is in place to allow the harmonised Code or IWGTS to come into force.

19.4.3 Some of the Codes offer the option of annual self-certification by the owner/operator, in which case no attendance is required by a surveyor (unless specifically requested by the owner). Owners/operators should be reminded that this annual examination and self-certification is required within the timescales required by the Codes in order to maintain validity of the Certificate. A copy of the self-certification should be provided to the Marine Office for the vessel file.

19.5 Pre-survey Actions

19.5.1 The following items shall be checked prior to commencing the survey:

- SIAS
- MCA Survey Files
- Exemption Certificates
- New Legislative requirements
- Class Survey Status (via password protected websites), if applicable

Remarks from previous surveys and outstanding deficiencies must be resolved to the satisfaction of the surveyor before the issue of the Certificate. Any overdue or postponed conditions of class must be followed up with the attending class surveyor or in the absence of a class surveyor discussed with Survey Operations Branch.

19.5.2 The surveyor/s should ensure that sufficient time will be available for the survey and should liaise with owners beforehand.

19.5.3 Surveys should only be commenced on receipt of a completed “Application for Survey” form (MSF 5100 – this is referred to as “SCV1 (or SWB1) – Application for Examination” by the Codes) and after sufficient fees have been received. Further guidance on fees is described in Part C, Chapter 2 of these instructions.

19.5.4 The relevant Business Support Unit administration team processes the application. CERS/SVD must be interrogated to ensure that the correct ship is on the system; if the vessel is not yet on the system (e.g. newbuild, flag-in), the Administrator (TST) should be contacted, who will check the details and arrange for the vessel to be added to the Single Vessel Database (SVD) if appropriate. A “Survey Works Order” is produced which is then tracked for charter standard purposes. This is then passed to the Manager, or other person nominated by them, who then appoints the Lead Surveyor (LS) for the survey.

19.6 Items to be surveyed

19.6.1 The survey is to be carried out using the relevant instructions, guidance notes and HQ advice, which may be found on MLD/SCMS.

Surveyors should be mindful of their own health and safety during surveys and take account of all guidance provided by MCA as well as their professional judgement in relation to the prevailing circumstances.

19.6.2 It is important that when making any interpretation of the Code provisions, surveyors agree the interpretation with the relevant Consultant Surveyor before allowing the vessel to operate.

19.6.3 The items which are required to be surveyed are those described in the relevant Code of Practice, which describes in detail the requirements relating to the construction, machinery, equipment, stability, examination, certification and operation of vessels used commercially, in sport or pleasure.

19.6.4 Owners, operators and boat builders may elect to have their vessel surveyed against the technical requirements of either the harmonised Code, **the IWGTS for workboats/pilot boats**, or against one of the existing Codes of Practice.

19.6.5 Requirements may not be 'cherry-picked' from the existing Codes of Practice, the harmonised Code **and the IWGTS**. The vessel must be surveyed against one or other in its entirety. However it should be noted that Section 11 – Stability should be approved in accordance with the requirements provided by the harmonised Code for all vessels surveyed since October 2003 (this section has been updated in all MCA controlled copies of the Codes).

19.6.6 The **Compliance Examination and Declaration Report for a Small Commercial Vessel, Workboat or Pilot Boat (SCV2)** (MSF 1427) should be completed or updated, as appropriate, during the survey and should be used as an *aide memoire* of items to be surveyed (*Aide memoire* MSF 5567 is for code vessel inspections, rather than surveys).

19.6.7 Any dispute relating to the technical application of the Codes must be referred through the relevant Consultant Surveyor to Vessel Policy Unit for advice. Any interpretation put forward by Vessel Policy Unit may be presented to the CA BCC to seek advice and opinions from other CA's before a final decision is made. A full term certificate should still be issued pending resolution of the dispute, unless one of the circumstances detailed in Part B, Chapter 3 of these instructions applies, in which case a short term certificate should be issued.

19.7 Post Survey Actions

19.7.1 Deficiencies

19.7.1.1 The lead surveyor is responsible for recording and closing out any deficiencies found during the survey/s in the SIAS database, in accordance with the requirements of Part C Chapter 4 of these instructions.

19.7.2 Declaration and Certificates

19.7.2.1 Details of the type, format, cancellation and issue of certificates are given in the Codes of Practice.

19.7.2.2 On completion of a survey, the lead surveyor prepares the certificate, following the guidance in Part C Chapter 3 of these instructions.

19.7.2.3 When a satisfactory initial or renewal survey has been completed, one of the following certificates should be issued, depending on the type of vessel and area of operation:

- **Small Commercial Vessel Certificate (Sailing Vessels)** (MSF 1400), or;
- **Pilot Boat Certificate** (MSF 1416), or;
- **Workboat Certificate** (MSF 1418), or;
- **Small Commercial Vessel Certificate (NDP)** (MSF 1422), or;
- **Small Commercial Vessel Certificate (Motor Vessels)** (MSF 1424)

19.7.2.4 The certificates listed above should be used for all vessels, regardless of the technical requirements and survey regime used. For vessels surveyed under the harmonised Code or the IWGTS, the annotation “by compliance with the equivalent provisions in the Annex to Marine Guidance Note 280 (M)” or “by compliance with the equivalent provisions in ‘The Workboat Code Industry Working Group Technical Standard’”, as appropriate, should be added to the ‘conditions’ section of the Certificate. A new combined certificate will be produced in due course, covering all relevant Codes and equivalent standards.

19.7.2.5 The Codes require that vessels are assigned by the Certifying Authority a unique identification number, in accordance with the standard system described at 19.10.1. This should be included on all certificates.

19.7.2.6 Certificates should be valid for a period not exceeding 5 years from the date of expiry of the previous certificate. There may be circumstances where the surveyor feels that the issue of a five year certificate is inappropriate. Where certificates are issued for periods of less than five years the boxes for inappropriate annual endorsements shall be deleted as 'Not Applicable'.

19.7.2.7 On completion of an initial or renewal survey an SCV2 (MSF 1427) should be issued. A new SCV2 will be required at each renewal survey, as this forms part of the declaration. See 19.6.5. Any interpretations (see 19.6.2) must be documented on the SCV2 and evidence of consultation with the relevant Consultant Surveyor must be included on the vessels file. The IWGTS (and the future Workboat Code, Edition 2) reference an SWB2; it is intended that the MSF 1427 will be revised in due course to take account of all of the Codes and equivalent standards.

19.7.2.8 Section 27 of the harmonised Code, the Code of Practice for the Safety of Small Vessels in Commercial Use for Sport or Pleasure Operating from a Nominated Departure Point (NDP) and the IWGTS, require that in addition to the issue of a Certificate of Compliance, the Certifying Authority should also issue an identification disc annually.

19.7.2.9 In order to monitor and ensure compliance of all small commercial vessels certified directly by the Maritime & Coastguard Agency (MCA), the

process of issue of an annual identification disc should be applied as standard when a vessel is certified under any one of the small commercial vessel Codes of Practice by the MCA. See 19.10.2.

19.7.2.10 Code of Practice vessels surveyed and certificated by MCA should be entered on the database held by Vessel Policy Branch and administered by Technical Support Team (Ship Standards & Technical Performance). Copies of the certificates should be forwarded to Technical Support Team (Ship Standards & Technical Performance) for entry onto the database and retention. Technical Support Team (Ship Standards & Technical Performance) must also be informed if a certificate is subsequently suspended or cancelled.

19.7.2.12 Annual Survey Endorsement

(a) On completion of an annual survey **of a Workboat or Pilot Boat**, the certificate should be endorsed accordingly and an annual identification disc issued.

(b) Any endorsements made to the owner's copy of the certificate should also be recorded on the file copy of the certificate (or by adding a photocopy of the endorsement page to the file), and on the electronic version of the form, on return to the office.

19.7.3 Review of Exemptions and Equivalent

19.7.3.1 Any exemptions or equivalents must be reviewed to ensure they are still current and that the qualifying conditions are complied with. Guidance on exemptions and equivalents are described in Part B Chapter **4** of these instructions. It should be noted that exemptions may not be issued against SIs that have been dis-applied by compliance with the Code of Practice.

19.7.3.2 Application for use of equivalent standards in accordance with the Code should be made using the form at Part B Chapter 4 Annex 1 of these instructions, which should be completed and forwarded to **Survey Operations** Branch.

19.7.4 Documentation and Records

19.7.4.1 The table below describes the minimum documents to be completed and filed following a survey.

Item	Record
Record on SIAS?	Yes MSF 1602/3 survey & inspection deficiencies
Place copy on registered file, CM.../52/01	Yes Certificate MCA Declaration/owner's self-

	declaration, as appropriate SCV 2 (MSF 1427) Class Declaration(s) (if applicable) MSF 1602/3 Annual endorsement Aide Memoire MSF 5567 if it contains additional information. Details of any agreed interpretations Relevant test reports/ results Evidence of construction standard (e.g. ISO12215 certificate, Plan Approval Documents, or Scantling Calculations) Stability book/assessment Drawings Photographs Exemptions/equivalents Copies of evidence & correspondence relating to any accidents/incidents
Minute required on registered file?	Yes
Report Class Related deficiency to Survey Operations Branch?	Yes, if applicable MSF 1923

19.8 Fees

19.8.1 The **Survey Works Order** must be closed out and sent to the relevant Business Support Unit so that fee accounts may be balanced and relevant refunds made to the customer.

19.9 Flow Chart

None.

19.10 Special Instructions and Guidance

19.10.1 Unique identification numbers

The unique number has 12 digits:

- The first (alpha) digit relates to the identity of the initial Certifying Authority

B = BV
 C = IIMS
 D = MCA

E = PADSTOW
F = SEAFISH
I = RINA
L = LR
M = MECAL
N = DNV-GL
P = BC-TQ
Q = PLA
R = RYA
S = SCMS
T = TORRIDGE
Y = YDSA

- The second and third (numeric) digits give the last two digits of the year of initial certification.
- The fourth and fifth (alpha) digits denote the applicable Code of Practice -

MV = Small Commercial **Motor Vessel** Code
SV = Small Commercial **Sailing Vessel** Code
WB = Small **Workboats** and Pilot Boats Code
PB = Small Workboats and **Pilot Boats** Code
PO = **Police Boat** Code
ND = Nominated Departure Point Code

For vessels certified under two Codes of Practice, the Code under which the vessel is in primary use as should be used for issuing a Unique Identification Number.

- The sixth, seventh and eighth (numeric) digits relate to the overall length of the vessel rounded down to the nearest metre ie. 7.95 metres would be 007
- The ninth to twelfth (numeric) digits are a unique sequential identifier applicable within the year of initial certification denoted by the second and third digits. The sequential number should lie within a band of 0001-9999.

Small Commercial Vessels surveyed and certificated by the MCA should be issued with a Unique Identification Number, which will be issued and recorded by the Ship Safety Division Technical Support Team.

An example of a 'unique identification number' is: B08MV0070001:

which denotes that this is the first vessel surveyed by BV in the year 2008, and that it is certified under the Safety of Small Commercial Motor Vessels - A Code of Practice (Yellow Code), and it is 7 metres in length (truncated).

A vessel should continue to be issued with the first Unique Number issued to it at initial survey for the lifetime of the vessel unless it has:

- been modified so that its length has changed.
- changes primary use, i.e. from MV to WB

In such cases only the relevant part of the Unique Identification Number should change.

Further guidance can be found in MGN 280 (M), 27.8.4, which requires the Unique Identification Number to be retained following transfer between certifying authorities.

19.10.2 Annual identification discs

19.10.2.1 The disc acts as a ready indication to vessel users and any inspectors that the named vessel has been examined and issued with a certificate valid for the period of time stated on the disc; the disc is to be prominently displayed and visible from outside the vessel.

19.10.2.2 Where small commercial vessels are operating under a system of annual examination and declaration by the owner/managing agent, the disc also acts as a useful tool in ensuring that such examinations are reported to the Certifying Authority as required by the Codes.

19.10.2.3 The disc should be issued on an annual basis in conjunction with the compliance, annual or renewal examination as appropriate. Where annual examinations are carried out by the owner/managing agent, the Marine Office must be in receipt of written confirmation that a satisfactory examination has taken place and the Compliance Examination and Declaration Report for a Small Commercial Vessel, Workboat or Pilot Boat (SCV2) has been appropriately completed, prior to issue of the identification disc.

19.10.2.4 A fee is chargeable at half the normal hourly survey rate for processing of self-declarations and issue of identification discs; an Application for Survey (MSF 5100) should be received with the declaration and a disc should only be issued once fees have been received. For vessels operating under one of the Codes that does not mandate a disc, the fee should still be charged, as the self-declaration would need to be processed in any case. For discs issued as part of an examination conducted by MCA, the issue of the identification disc should be considered as part of the examination for which a fee deposit is made.

19.10.2.5 The identification discs are distributed to each Marine Office on an annual basis. Requests for additional discs should be submitted to Survey Operations Branch.

Completion of the identification disc

19.10.2.6 The disc should be completed using a dark-coloured permanent marker pen.

19.10.2.7 The unique number should be as per the Certificate – see 19.7.2.4 above.

19.10.2.8 The relevant Code should be identified by the short form reference for each Code, i.e. Blue, Yellow, Brown, NDP, SCV, PBC2.

19.10.2.9 The expiry date should be the expiry date of the associated Certificate of Compliance (Small Commercial Vessel Certificate/Workboat Certificate/Pilot Boat Certificate).

19.10.2.10 The validity of the identification disc is indicated by the year shown at the bottom right corner of the disc and the anniversary date which can be taken from the expiry date, i.e. a disc showing “2010/2011” and with expiry date showing “17 April 2013” would become invalid on 17 July 2011 at the latest, allowing for the +3 months on the annual examinations provided by the Codes (noting that a maximum of 15 months is allowed between examinations). A disc issued following the fourth annual examination should only be valid until the expiry date of the certificate.

19.10.3 Application of other Statutory Instruments

19.10.3.1 The Schedules to the Merchant Shipping (Vessels in Commercial Use for Sport and Pleasure) Regulations 1998, SI 1998 No. 2771, as amended, and the Merchant Shipping (Small Workboats and Pilot Boats) Regulations 1998, SI 1998 No. 1609, as amended, provide details of the Statutory Instruments disapplied if vessels comply with the Codes of Practice, including the **harmonised** Code **and IWGTS**.

19.10.3.2 Those Statutory Instruments that otherwise apply to vessels certified under the Codes of Practice remain applicable. The Codes of Practice provide guidance on the regulations within those Statutory Instruments, but are not definitive. The Codes of Practice do not inform Certifying Authorities and their surveyors of Statutory Instruments coming into force after the date of publication of the Codes of Practice which are required to be complied with.

19.10.4 Police Boats

19.10.4.1 A General Exemption has been issued for vessels owned and/or operated by a Police Authority – a copy is available on the Survey Operations Branch microsite. This allows such vessels to comply with one of the Police Boat Codes (**PBC3**) in lieu of the Statutory Instruments that would otherwise apply. **MGN 518(M)** refers.

19.10.4.2 **PBC3** operates on broadly the same basis as the SCV Code, consequently the survey and certification arrangements are similar to those detailed in this chapter. Details of the survey and certification of Police Boats can be found in the appropriate Code.

19.10.4.3 When a satisfactory initial or renewal survey has been completed, a **Police Boat Certificate** (MSF 1433) should be issued, along with a **Record of Particulars of a Police Boat** (MSF 1434).

19.10.5 Restoration of lapsed certificates (validity of certificates)

19.10.5.1 Actions to be followed in respect of restoration of lapsed certificates are described in Part B Chapter 2.2.5.

19.10.6 Dual certificated vessels

19.10.6.1 In some cases owners might request to have code certification for their vessel in addition to other certification issued by the MCA (e.g. passenger or fishing vessel certification). In such cases, it must be ensured that the requirements of both sets of regulations have been met in full (or equivalence agreed with Vessel Policy Branch if appropriate). Where MCA is the certifying authority for both elements, the surveys may be combined where appropriate in order to credit items relating to both surveys.

19.10.6.2 If another CA has been used for the code certification of such vessels, a declaration from that CA cannot be used to credit any part of a survey for which MCA retains responsibility. All aspects of a passenger ship or fishing vessel survey must be undertaken by an MCA surveyor (or a surveyor from a recognised organisation for some items – see Part A Chapters 1.3, 2.3 and 21.3 of these instructions).

19.10.6.3 Guidance on filing for dual certificated vessels is contained in Part C Chapter 4.2 of these instructions.

19.10.7 Non-UK vessels

19.10.7.1 The legislation and codes referred to in 19.1 above apply equally to UK and non-UK vessels. A non-UK vessel may be issued with Code certification as detailed in this chapter when operating in UK waters; in such cases the annotation “This certificate is valid only in UK waters” should be added to the ‘conditions’ section of the Certificate.

19.10.8 Transfer of CA

19.10.8.1 When a request is received by MCA for transfer of a vessels file to another CA, the procedure at Annex 1 must be followed (this has been agreed with all of the CA’s). Technical Support Team (Ship Standards & Technical Performance) must be informed once a vessel has transferred, including details of the gaining CA.

19.10.8.2 No fees may be charged for work relating to the transfer of a vessels file to another CA.

19.10.8.3 For vessels which have a freeboard mark assigned in accordance with the Merchant Shipping (Load Line) Regulations 1998, upon transfer of the vessel between MCA and another CA it should be ensured that the correct assigning letters of D and T or U and K are marked accordingly (refer section 12 of the codes of practice).

19.10.9 Vessels refused certification

19.10.9.1 Technical Support Team (Ship Standards & Technical Performance) must be informed should a vessel be refused certification, including reasons for the refusal. This is to ensure that the owner/operator does not “shop around” the Certifying Authorities to obtain certification.

19.10.10 Maritime Labour Convention (MLC)

19.10.10.1 MSN 1848, MGN 490 (for vessels <200GT), MGN 491 (for vessels >200GT) and SAN 53 detail the application and requirements of the MLC to small commercial vessels. The MCA small commercial vessel certificates and SCV2 will be updated to reflect SAN 53, however in the meantime surveyors must include one of the conditions stated in section 4 of the SAN in the appropriate section of the Certificate (for all vessels) and attach a copy of a completed Report of Inspection of Seafarers Working and Living Conditions (MSF 1721) to the SCV2 (for MLC compliant vessels).

19.10.11 Operation of Workboats as Tugs and Vice Versa

19.10.11.1 SI 1998/1609 specifically excludes vessels operating as tugs, salvage ships, harbour surveying ships, hopper barges or dredgers from the Workboat Code. MSIS 38 Part B Chapter 8.7 provides further guidance.

19.11 References

19.11.1 Reference should be made to the following OAN's which will be incorporated into the harmonised Code prior to its coming into force:

- OAN 352: Extension of Small Commercial Vessel Code Certificates
- OAN 478: Handrails for Small Commercial Vessels Codes Vessels to ISO 15085:2003
- OAN 582: Recommendations for Survey/Inspection of Code Vessel Radio Installations
- OAN 678: Code Vessels: Alternative compliance standards for Rigid Inflatable Boats certified under the Small Commercial Vessels Codes of Practice wishing to operate outside the hours of daylight within area Category 3
- OAN 700: Code Vessels: Fire Tests on Small Commercial Vessels Surveyed Against the Standards in the Annex to MGN 280(M)

- OAN 701: Code Vessels: Diver Lifts Fitted to Small Commercial Vessels
- OAN 703: Code Vessels: Single Handed Operations on Small Commercial Vessels and Workboats
- OAN 705: Code Vessels: Combustibility Test for Acoustic and Thermal Insulation in Machinery Spaces

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ANNEX 1

Transfer of Vessel Files

1. The gaining CA will only accept vessel transfer requests from a vessel's owner or managing agent.
2. The losing CA will inform the gaining CA of:
 - overdue examinations
 - outstanding certification actions
3. The losing CA must send to the gaining CA a complete history of the vessel including the following records:
 - SCV1 (for each max. 5 year cycle)
 - SCV2 (for each max. 5 year cycle)
 - evidence of declarations (by authorised persons and self-declaration)
 - Certificate(s)
 - Stability records (as required by the vessel, see also MSIS 9)
 - evidence relating to outstanding examination and certification actions
 - evidence relating to any accidents in which the vessel has been involved
 - other relevant information to enable the receiving CA to establish the status of the vessel
 - Plans of the vessel (if available)
4. Failure of a losing CA to send a complete history of a vessel to the gaining CA should be reported to the MCA (External Improvement and Assurance).
5. The losing CA must ensure transfer requests are dealt with expeditiously and that transfer formalities are not unreasonably delayed.
6. Before commencing examination work the gaining CA must establish from the losing CA the vessel's status of:
 - declaration;
 - examinations;
 - inspections; and,
 - details where the vessel may be deficient or a dispute exists.
7. The gaining CA must retain the vessel's Unique Identification Number (in accordance with the MCA's instructions).
8. The gaining CA can judge whether to re-examine a vessel upon receipt of vessel information, and this decision must be recorded on the vessel's file.
9. On receipt of documentation from the losing CA it is the responsibility of the gaining CA to decide the extent of vessel examination required, if any, to determine whether the vessel is compliant with the Code; this decision must be recorded on the vessel's file.
10. The gaining CA must inform the losing CA and the MCA when a vessel has been re-certificated.
11. The losing CA should request the owner returns the vessel's certificate to be cancelled, once the gaining CA has informed the losing CA that the vessel has been re-certificated.